

# **City Adult Learning Centre** **Student Agenda**

**2023-2024**

**city**

**ADULT LEARNING CENTRE**

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# Welcome to CALC

Thank you for choosing the City Adult Learning Centre (Adult 21+) for your continued learning! We look forward to learning alongside you. This guide will help you find important information and dates for our school. Please take a moment to look through this guide before your courses begin.

## Land Acknowledgement

“We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe, the Haudenosaunee Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis, and the Inuit peoples

## Lyrics to Canada’s National Anthem

Oh Canada! our home and native land!  
True patriot love in all of us command.  
With glowing hearts, we see thee rise,  
The True North strong and free!  
From far and wide,  
O Canada, we stand on guard for thee.  
God keep our land glorious and free!  
O Canada, we stand on guard for thee.  
O Canada, we stand on guard for thee.



# IMPORTANT INFORMATION

## CALC School Calendar

**September 2023** \*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
			1	2
4 Labour Day Holiday No School	5 No School	6 No School Timetables on TDSB Connects	7 Quad 1 begins for Adults (age 21+)	8
11 Last day for timetable change	12	13	14 Welcome Assemblies	15
18	19	20	21	22
25	26	27	28 Late start schedule (staff meeting)	29

**October 2023** \*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
2	3	4	5 Q1 Midterm Marks Update	6 PD Day No School
9 Thanksgiving Monday No School	10	11	12	13
16	17	18	19	20
23	24	25	26 Late start schedule (staff meeting)	27
30	31			See November>

## November 2023

\*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
<See October		1 Q1 MMAD Drop Deadline (Full Disclosure)	2	3
6	7	8 Final Evaluations Credit Rescuer	9 Final Evaluations Credit Rescuer	10 Q1 Results Day Special Schedule
13 No School	14 No School  Timetables on TDSB Connects	15 Quad 2 begins for Adults (age 21+)	16	17 PD Day No School
20 Last day for timetable change	21	22	23	24
27	28	29	30 Late start schedule (staff meeting)	See December>

## December 2023

\*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
<See November				1
4	5	6	7	8
11	12	13	14 Q2 Midterm Marks Update	15
18	19	20	21	22
25 Winter Holiday No School	26 Winter Holiday No School	27 Winter Holiday No School	28 Winter Holiday No School	29 Winter Holiday No School

## January 2024

\*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
1 Winter Holiday No School	2 Winter Holiday No School	3 Winter Holiday No School	4 Winter Holiday No School	5 Winter Holiday No School
8	9	10	11	12
15	16	17 Q2 MMAD Drop Deadline (Full Disclosure)	18 Late start schedule (staff meeting)	19
22	23	24	25	26
29 Final Evaluations Credit Resccue	30 Final Evaluations Credit Resccue	31 Q2 Results Day Special Schedule		See February >

## February 2024

\*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
<See January			1 PD Day No School	2 No School  Timetables on TDSB Connects
5 Quad 3 begins for Adults (age 21+)	6	7 Last day for timetable change	8	9
12	13	14	15	16 PD Day No School
19 Family Day Holiday No School	20	21	22	23
26	27	28	29 Late start schedule (staff meeting)	See March>

## March 2024

\*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
		<See February		1
4	5	6 Q3 Midterm Marks Update	7	8
11 March Break No School	12 March Break No School	13 March Break No School	14 March Break No School	15 March Break No School
18	19	20	21	22
25	26	27	28 Late start schedule (staff meeting)	29 Good Friday Holiday No School

## April 2024

\*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
1 Easter Monday Holiday No School	2	3	4 Q3 MMAD Drop Deadline (Full Disclosure)	5
8	9	10	11	12
15	16 Final Evaluations Credit Resccue	17 Final Evaluations Credit Resccue	18 Q3 Results Day Special Schedule	19 PD Day No School
22 No School	23 No School  Timetables on TDSB Connects	24 Quad 4 begins for Adults (age 21+)	25	26 Last day for timetable change
29	30			See May >

## May 2024

\*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
< See April		1	2	3
6	7	8	9	10
13	14	15	16	17
20 Victoria Day Holiday No School	21	22	23 Q4 Midterm Marks Update	24
27	28	29	30 Late start schedule (staff meeting)	31

## June 2024

\*See TDSB Connects calendar for the most up to date information.

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12 Q4 MMAD Drop Deadline (Full Disclosure)	13 Late start schedule (staff meeting)	14
17	18	19	20	21
24 Final Evaluations Credit Resccue	25 Final Evaluations Credit Resccue	26 Q4 Results Day Special Schedule	27 PD Day No School	28 PD Day No School



# CALC Adult Class Schedules 2023-2024

	<b>Regular Schedule</b>	<b>Late Start Schedule (staff mtg)</b>	<b>Results Day Special Schedule</b>
<b>Period 1</b>	8:25am -10:25am	9:25am -11:05am	8:30am -9:30am
<b>Period 2</b>	10:35am -12:35pm	11:15am -12:55pm	9:35am -10:35am
<b>Lunch</b>	12:35pm -1:15pm	12:55pm -1:35pm	n/a
<b>Period 3</b>	1:15pm -3:15pm	1:35pm -3:15pm	10:40am -11:40am

## Important Dates 2023-2024

	<b>QUAD 1</b>	<b>QUAD 2</b>	<b>QUAD 3</b>	<b>QUAD 4</b>
Current and Previous Student Registration	Starts Jun/Aug	Starts Oct	Starts Dec/Jan	Starts Mar
Timetable on App	Sep 6	Nov 14	Feb 2	Apr 23
Quad Begins	Sep 7	Nov 15	Feb 5	Apr 24
Midterm Marks Progress Update	Oct 5	Dec 14	Mar 6	May 23
Marks Maintain After Date	Nov 1	Jan 17	Apr 4	Jun 12
Final Evaluations (Exams), Credit Rescue	Nov 8, 9	Jan 29, 30	Apr 16, 17	Jun 24, 25
Results Day	Nov 10	Jan 31	Apr 18	Jun 26
Turnaround Day (no classes)	Nov 13,14	Feb 2	Apr 22, 23	
Late Start Schedule (Staff Meeting)	Sep 28 Oct 26	Nov 30 Jan 18	Feb 29 Mar 28	May 30 June 13
P.D Days (no classes)	Oct 6*	Nov 17* Feb 1	Feb 16 Apr 19	Jun 27,28
Holidays (no classes)	Sep 4 Oct 9	Dec 25-29 Jan 1-5	Feb 19 Mar 11-15 Mar 29-Apr1	May 20

Note: Dates and schedules for the CALC EdVance program differ.

## CALC Administrators



**Rebekah Tsingos, Principal**  
[Rebekah.Tsingos@tdsb.on.ca](mailto:Rebekah.Tsingos@tdsb.on.ca)



**Alison Warner, Vice-Principal**  
[Alison.Warner@tdsb.on.ca](mailto:Alison.Warner@tdsb.on.ca)

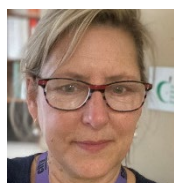
## Program Leaders



**Gina Thurston, English, ESL & Social Sciences**  
[Gina.Thurston@tdsb.on.ca](mailto:Gina.Thurston@tdsb.on.ca)



**Mira Sokoli, Math, Science & Business**  
[Mira.Sokoli@tdsb.on.ca](mailto:Mira.Sokoli@tdsb.on.ca)



**Bernadette Glover, PSW, CanEX Coop & Child Care Assistant**  
[Bernadette.Glover@tdsb.on.ca](mailto:Bernadette.Glover@tdsb.on.ca)  
[CityAdultSpecialtyPrograms@tdsb.on.ca](mailto:CityAdultSpecialtyPrograms@tdsb.on.ca)



**Anne Gall, (Acting) Student Success**  
[Anne.Gall@tdsb.on.ca](mailto:Anne.Gall@tdsb.on.ca)



**Stephan Huettenschmidt, Student Services**  
[Stephan.Huettenschmidt@tdsb.on.ca](mailto:Stephan.Huettenschmidt@tdsb.on.ca)  
[CityAdultStudentServices@tdsb.on.ca](mailto:CityAdultStudentServices@tdsb.on.ca)

<b>School Address:</b>	1 Danforth Avenue, Toronto, ON M4K 1M8
<b>Phone:</b>	416-393-9740 Fax:416:393-9751
<b>Email:</b>	<a href="mailto:CityAdult@tdsb.on.ca">CityAdult@tdsb.on.ca</a>

# CALC Adult Teachers 2023-2024\*

## **BUSINESS**

Seema Besai  
Fraser Landry  
Tetyana Tsaran

## **ENGLISH / ESL**

Nora Agha  
Tom Anthony  
Shannon Blakely  
Jennifer Brewer  
Joylyn Chai  
Cindy Geevarghese  
Irene Koops  
Fraser Landry  
Wangui Mburu  
Claudia Murakami  
Lindsay Penrose  
Gina Thurston

## **MATH**

Tsering Dhundup  
Xuan Truong Le  
Louis Mallin  
Paul Mallok  
Renee Saviour  
Sepideh Shariati  
Mira Sokoli  
Mentor Stermasi  
Tetyana Tsaran

## **SCIENCE**

Mike Bower  
Ollga Gjini  
Paul Mallok  
Mentor Stermasi

## **SOCIAL SCIENCES**

Jennifer Brewer  
Chris Palmer  
Lindsay Penrose  
Nikita Singh  
Richard Vile

## **SPECIALTY PROGRAMS**

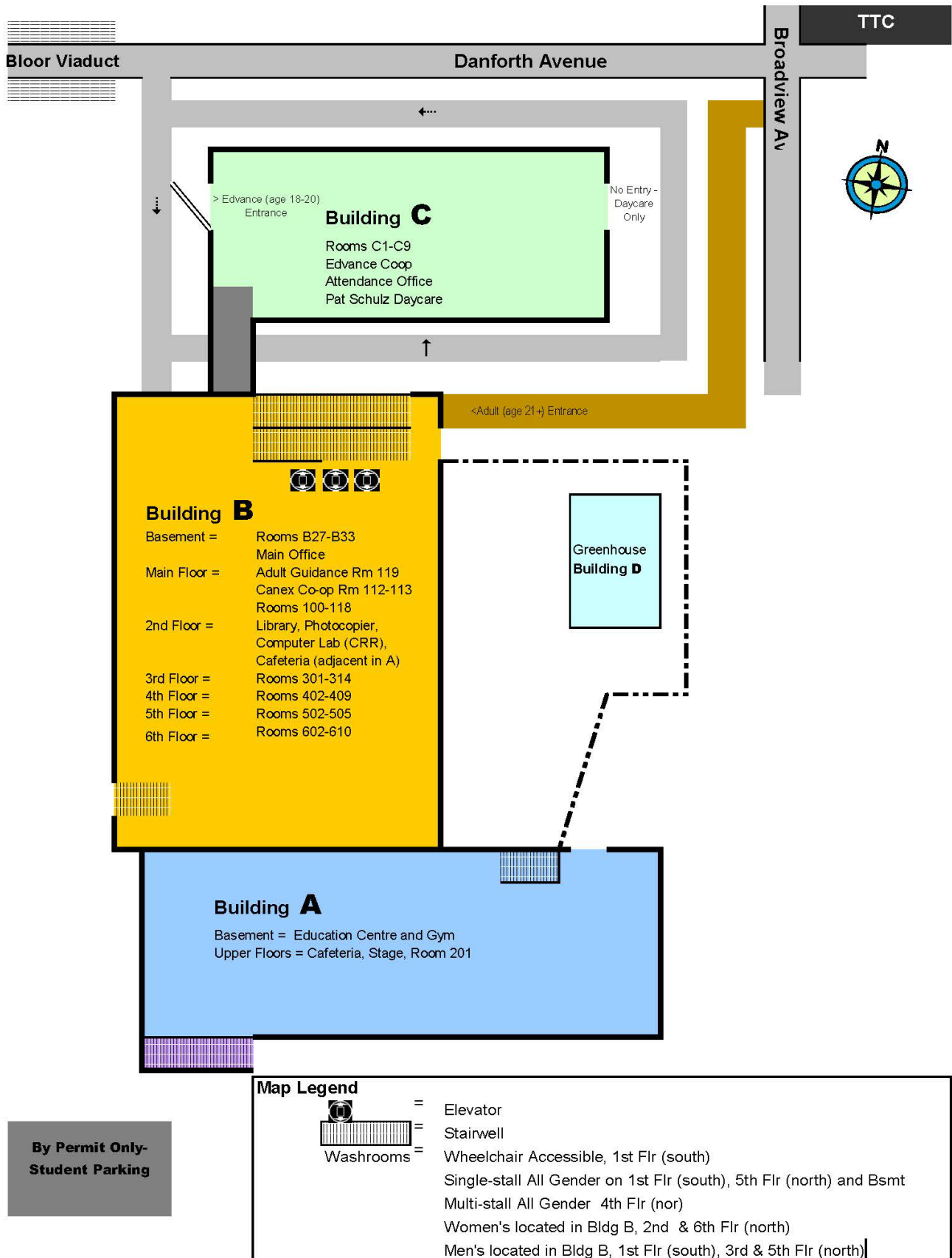
Harpal Kaur Bajwa  
Bernadette Glover  
Isabel Guarin  
Francisca Ignacio  
Anna Manuel  
Sean Moore  
Andi Ondhia  
Ann Marie Troupe-Afflick

## **STUDENT SUCCESS/ GUIDANCE/CAREERS**

Shirley Bellis  
Seema Besai  
Anne Gall

\*Teacher emails are generally [firstname.lastname@tdsb.on.ca](mailto:firstname.lastname@tdsb.on.ca)

# CITY ADULT LEARNING CENTRE



# GETTING STARTED

## Communications, Apps and Website

The place to look for the most up-to-date information including your timetable and the daily schedule is the TDSB Connects app. Download the TDSB Connects app from [Apple](#) or [Google Play](#) on your phone. Select 'City Adult Learning Centre' as your school. The Website is also an excellent resource at [WWW.CALCONLINE.NET](http://WWW.CALCONLINE.NET). Periodically CALC will send important voicemails to your home phone, and/or emails to your personal and student email accounts. Please make sure your contact information is current and provide updates to the office or guidance department.

## Activating Accounts & Resetting Passwords

Please visit our [tech page](#) on the CALC website for various ways to activate or reset your TDSB log ins. PLEASE write down your password, or take a photo so that you remember your password. If you are a new or returning student, your account may not be activated on the first day. Be sure to contact your teacher at the email provided and check back to see if you have become activated.

## In-Person and Online Students

Courses are offered to students with in-person or online delivery (except for Specialty Programs like PSW and Childcare which are exclusively in person). You are expected to attend your classes during the timeframe of that period and using that chosen mode. Please engage in your class from the first day by arriving (in-person) or signing in and making contact with your teacher. Any students who have not emailed the teacher or signed in by the third day may be removed from that class. Students who miss three days in a row or a total of five classes in a Quad may be removed or referred to the Vice-Principal. If you are an in-person student who needs to isolate for a period of time, or miss more than two days in a row, please speak to your teacher or the Vice-Principal to make arrangements for asynchronous work.

## How to Find Your In-Person Classes

CALC is a very large campus located at 1 Danforth Avenue, south west of the Broadview Subway station. Adult day school classes are held in the tall brown building. Please enter using entrance #4 or entrance#1. The Main building has six floors and a basement. The class numbers begin with the floor for example, 304 is on the third floor. There are three main staircases, and also three elevators for students who require assistance moving between floors.

## How to Sign into Your Online Class(es)

Online students will receive an email from their teacher by the first day of class that provides a remote learning classroom access code (to a Google Classroom or instructions for the Brightspace classroom or initial video link). Please visit our [tech page](#) on the CALC website and click on Brightspace, Google Classroom, etc. for more information on accessing the various platforms.

# STUDENT LIFE AT CALC

## Classroom Expectations

CALC is a diverse community with people from many different parts of the world and from many walks of life. The Board's Code of Conduct, and classroom expectations developed by the teacher and students, establish and maintain a harmonious environment in which everyone is treated with courtesy and respect so that all members of the CALC community have a safe, peaceful and positive school environment. Highlights are listed below but the full policy can be read at [Board Code of Conduct \(PR585\)](#) and below in the Policies section..

- Respect the heritage, culture, nationality, gender, sexual orientation and language of all staff and students
- Respect the opinion of others and not force one's opinion on others
- Not use sexist, racist, or homophobic remarks and actions
- Attend class on time and avoid disrupting others by arriving late or leaving early
- Accept directions, advice, and evaluation from teachers in a manner which avoids confrontation and promotes learning
- Not deface school property or remove materials from information/bulletin boards
- Keep the school environment clean and safe by placing all garbage and recyclable materials in the appropriate containers

## Student ID

Students will be photographed and issued a CALC Student Card valid for the full school year. Students must carry the Student Card while on school campus and be prepared to show it to any staff member upon request. For online students visiting the school, please be prepared to show photo ID and your current timetable upon request.

## Student Activity Fees and Textbook Deposit\*

A non-refundable Student Activity Fee of \$20 is due on registration day and will be spent as follows:

- |  |       |
|--|-------|
| • Student ID and APP                   | 7.00  |
| • Clubs, Special Events & Celebrations | 13.00 |

Payment can be made online by Visa, MasterCard, or Debit card. Cash WILL NOT be accepted.

\*Note: Textbook Deposits are not presently being collected. Textbooks are being used in the classroom.

## Library and Online Resources

The Library Resource Centre is available to CALC staff and students to support curriculum-related studies and personal reading. Internet access is available for school-related research. Wi-Fi and printing are also available. **The library is open 8:30am to 11:30am and 12:30-3:30pm** and staff are available to assist students with research strategies and the selection of materials. To borrow any materials and/or use the computers, students **must have their current student ID card or timetable**. Students using the library are expected to do so quietly, and without food or drink.

You can research and access numerous online resources using the TDSB Virtual Library <https://www.tdsb.on.ca/library/> TDSB Virtual Library Learnmark passwords give you access to news/magazine/journal articles, eBooks, streamed video, images, recommended websites/tools and more, to answer questions, solve problems, tackle projects and have fun. See the TDSB [passwords website](#) for the passwords for 2023-2024. Choose the 'City Adult Learning Centre-Virtual Library link'.

## Cafeteria

After the second week of quad, our Cafeteria server opens for morning break at **10:25-10:35am** for coffee, croissants, muffins, fruit and at lunch **12:35-1:05pm** for sandwiches, salads, and daily specials. The auditorium space can be used by students on a spare period for quiet study. Those participating in an online course must wear a headset.

## Computer Labs

The Computer Resource Room (CRR) adjacent to the cafeteria on the second floor of the main building is open most lunch breaks. We also have computers available in the library. Limited printing is available.

## Lockers

Lockers are available to registered students. Please select an empty locker and put your lock on it. Note the number and register it in the main office using the Locker Form. Students who do not register their locker selection will lose the locker and will have the contents of the locker removed. Lockers are assigned for the year unless the student leaves the school.

All lockers must be cleared before the last day of school or the last day of your last quad, whichever comes first. Lockers will be cleared out and remaining locks cut off at the end of June.

Please note: the school is not responsible for items placed in lockers; keep valuables at home or on you and do not leave books, bags, or coats unattended. Do NOT share lockers.

## Clubs, Activities and Events

As Covid protocols are lifted extra-curricular activities will resume in-person as well as online. Listen to the morning announcements or check the noticeboards for scheduled clubs and activities. Clubs are funded by the Student Activity Fee as are celebratory assemblies, lunches, and barbeques.

## Prayer Room

The offstage areas to the right and left of the stage are available at lunchtime for those wishing to observe prayer. Traditionally, students and staff identifying as females have used the left-hand side and males have used the right-hand side. If alternative arrangements are needed, please speak with the Vice-Principal or Principal.

## Photocopying and Printing

There is no photocopier on the premises available for student use. Printing from the school computers is free of charge but is limited to school-related work and at the discretion of the computer lab supervisor.



## Phones and Personal Electronic Devices

Students receive an academic advantage when they give their full attention to the instructional program during the entire class period. To eliminate the possibility of distraction or interruption to the ongoing instructional process, personal electronic devices should be set to silent while a student is in the school building. Do not leave your valuables unattended.

## Parking

Parking is very limited at CALC. An application process is held for three days at the very beginning of each quad and students may apply for parking passes valid for that quad only. Passes are distributed on a needs basis to students with exceptional circumstances and then any remaining spots are assigned by lottery. Only cars with a valid permit displayed on the dash may park in the student parking lot at the south end of the school. Cars without permits, blocking laneways, or mis-parked will be ticketed and towed at the owners' expense.

## Posters & Flyers

Permission is required to post flyers and posters in and around the school. Students are asked to see an administrator prior to posting any materials. Special non-marking tape must be used and is available in the office. Fire safety rules prohibit posters and signs from being mounted in stairwells or on glass doors or windows.

## Lost & Found

Any items found in the school should be brought to the bins in the main office. If you have lost an article of clothing, or books etc., please come to look for it in the bins. Please note that the school is not responsible for any lost or stolen items. Please mind your valuables.

## Smoking

There is no smoking (cigarettes or vaping) permitted on Toronto District School Board property, inside or outside. People found smoking on school property may be fined \$325.00 for a first offence by visiting By-law Enforcement Officers. Students and staff are only permitted to smoke off school property. The sidewalk along Danforth is 'off school property'.

## Fragrance Free Zone

The TDSB has a scent policy in place to protect students and staff who can become very sick when exposed to strong scents. Scents can make some students and staff very sick. Please do not wear scented products to school. Scented products can include cologne or perfumes, hair products, deodorants, smoke, or smoky or scented clothing. Students with severe allergies are asked to declare medical conditions at the time of registration.

## Child Care

CALC does not have a day care centre associated with the school. The Pat Schulz Child Care Centre operating out of the east end of C-Building is an independent non-profit licensed daycare (for children age 0-5). Those interested in getting on the waiting list may call 416-393-0939 or email [patschulzchildcare@gmail.com](mailto:patschulzchildcare@gmail.com). For subsidy information call the City of Toronto Children's Services department at 416-397-1445.



# STUDENT SUCCESS

CALC is committed to creating an equitable and inclusive learning environment that supports student achievement, well-being, and equity. Students with learning challenges are invited to meet with Acting Student Success Program Leader, Anne Gall in room 119 to discuss accommodations and supports in the classroom and on assessments and evaluations. Anne also manages requests for Laptop and Tablets and internet access from home. Visit the [Student Success webpages](#) for more information.

## Accommodation Requests

If you have special needs for your learning, please fill in this online [Accommodation Request Form](#). The form will also allow you to upload documents in support of your request.

## Laptop/Tablet Requests

If you need to borrow a laptop or tablet, you can [request technology here](#). Please note that we have many people on a waitlist for computers, and not many computers.

## Dual Credits

Dual credit programs are students, while they are still in secondary school, to take college or apprenticeship course that counts towards both their Ontario Secondary School Diploma (OSSD) and a post-secondary certificate, diploma, degree, or a Certificate of Apprenticeship. Courses run over two quads and include a large range of courses from half a dozen local colleges. See the [Dual Credit website](#). If interested, please contact [Anne.Gall@TDSB.on.ca](mailto:Anne.Gall@TDSB.on.ca) to register.

## Prior Learning Assessment & Recognition (PLAR)

The Ministry of Education recognizes that many students will have prior learning or experiences that equate to the classroom experience.

Anne Gall will be facilitating PLAR for students graduating in 2023-2024 that have the required senior level courses (You must be in English grade 11 or 12 to apply). [Click here](#) to learn more about Adult PLAR. You must be currently registered to take part in the [PLAR](#) process.

# Attendance Policy

The attendance policy at CALC encourages regular attendance both in-person or online, actively participating during the assigned class time. It is recognized that students who achieve the best results are those who also have the best attendance records.

It is also recognized that emergencies may arise for adult students with work and family responsibilities and these may cause absences, however the continuing education courses at CALC have already been reduced by 20 hours so absences need to be minimal to maximize learning. Even when absences occur for legitimate reasons such as illness, it is expected that students will still complete their assignments and catch up on the work they missed in class.

**Absences** - If a student does not attend for the first two days of a quad, that student is may be demitted, and the space offered to others. Students may be re-admitted if there is space. Over the course of the quad the student is expected to miss no more than five classes, ideally never three in a row. Documentation such as medical notes or court notices are to be provided for continued absences. If there is irregular attendance, or ongoing absences or lates, the teacher will refer the student to the Vice-Principal.

**Lates** - Students must commit to coming to school at the start time for each class. Being on time greatly increases your chances for having a successful school experience. Arriving late is disruptive to the learning environment of others. Teachers will bring chronic lates to the attention of the Vice-Principal.

## Assessment and Evaluation

“The primary purpose of assessment and evaluation is to improve student learning” (Growing Success, 2010, p.6). In the TDSB, there is an expectation of fair, consistent, and transparent assessment, evaluation, and reporting strategies that provide students with multiple, positive opportunities to demonstrate their learning skills and work habits and their understanding of curriculum expectations.

You will be given an ‘outline’ at the beginning of each course that provides you with a description of the course, units or topics to be covered, and an assessment and evaluation plan showing how you will earn your grades. **Any problems with course evaluation should be directed to your classroom teacher first and then the program leader** (see pg.7).

Your overall grade in the course will be based on two areas of achievement:

- 70% of the grade (i.e., the term mark) will be based on evaluation conducted throughout the term
- 30% of the grade will be based on a culminating activity and/or final examination scheduled toward the end of the course.
- 

## Late and Missed Assignments.

“The primary purpose of assessment and evaluation is to improve student learning” (*Growing Success* (2010) specifies that students are responsible for providing evidence of their achievement “within the time frame specified by the teacher, and in a form approved by the teacher” (p.43). Students must make themselves aware of each due date and the ultimate

deadline which is the last opportunity a student has for submitting an assignment for evaluation.

If an assignment is submitted **late**, students may expect that:

- Marks may be deducted up to the full value of the assignment where doing so does not jeopardize the credit.
- Late work may be accepted until the “ultimate deadline” (typically, this is the date on which the graded work is returned to the class).
- Assignments submitted after the ultimate deadline may be assessed to provide feedback and guide future learning.

**If an evaluation is missed students may expect that:**

- On term work, a mark of zero will be recorded unless medical or legal or other appropriate documentation is provided to the teacher on the first day back to school
- A missed culminating activity or final examination will receive a mark of zero unless medical or legal or other appropriate documentation is provided to the Vice-Principal within 24 hours of the missed evaluation
- If proper documentation is provided, the student may make up missed work at the teacher’s discretion
- Students who arrive more than one hour late to an exam must report directly to a vice-principal

If a challenge will prevent you from submitting work on time, you should have a conversation with your teacher as soon as you realize you may want an extension on an evaluation. Your teacher will use their professional judgment and consider your circumstances; however, extensions should not be expected as a right.

## **Marks Maintain After Date (full disclosure for marks)**

The Ontario Student Transcript will record all Grade 11 and 12 courses attempted whether passed, failed, repeated, or dropped unless the student withdraws from the course before MMAD. (Marks Maintain After Dates are listed on the TDSB Connects app calendar and on page 6 of this document).

## **Results Day (Exam Review Day)**

Mandatory Final Evaluation Days (or “Exam Days”) are day 43 and 44 of the quad are the special schedule days on which students will write their Part 2 final exams for their courses. Some courses will run final exams/evaluations over a series of days. “Exam Review Day” is Day 45, the last of the 45-day quadmester and the designated day for students to discuss their final grades and review their exam results. See the special schedule for Final Evaluation days and times, and the Results Day allotted time with your teacher(s) to receive marks. After this day marks can only be viewed on credit counselling summaries. Students are not permitted to take their exams home.

## **Academic Honesty**

Students are expected to represent their own work, thoughts and ideas and not copy another person’s work, nor use unauthorized notes, artificial intelligence, or electronic media during an evaluation. Essays citing quotes or paraphrasing should attribute the work the original source. Speak with your teacher if you need a better understanding of plagiarism and

citations. The TDSB has a policy on [Academic Honesty](#) related to plagiarism and cheating which should be referenced. In most cases a teacher will permit a re-submission on the first occasion of academic dishonesty. If a subsequent occasion occurs the student will receive a mark of zero. A repeated pattern may result in an escalating in severity of consequences.

Students are expected to:

- Work closely with their teachers to develop strong research and citation skills in all their courses
- Seek clarification and assistance when their research skills need improvement
- Ensure that all their work is original and that they cite sources accurately and consistently
- Understand the penalties for academic dishonesty

**Cheating** means breaking the rules to gain an academic advantage. Some examples of cheating include:

- Asking for or giving someone an answer during an evaluation
- Using a phone or other device to check for answers or information during an evaluation
- Copying any part of another student's work on a test or any other evaluation and/or, bringing unauthorized notes or handouts into an evaluation.

**Plagiarism** is defined in *Growing Success* (2010) as the “use or close imitation of the language and thoughts of another without attribution ... in order to represent them as one's own original work” (p. 151). Some common forms of plagiarism include:

- Copying and pasting content - including pictures - from the internet without citing the source or citing the source inaccurately
- Submitting work that was written or created by someone else (e.g., having someone else complete your assignment, or using an Artificial Intelligence application.)
- Submitting the same assignment for more than one class without getting teacher permission first
- Putting together ideas or phrases from one or several sources and adding only linking sentences
- Putting quotation marks around only part of a quotation
- forgetting to include quotation marks even if the sources have been cited
- Paraphrasing poorly by changing a few words without changing the sentence structure, or changing the sentence structure but not the words
- Using words or terms from the original that aren't part of your vocabulary. These expressions may be very specific to a certain field or very technical expressions that are well beyond your understanding. These terms should be quoted directly.

### **Consequences of Academic Dishonesty**

Teachers have access to a range of plagiarism tools and they are used routinely to confirm the originality of the work submitted by all students in their class. When academic dishonesty is detected, it will be investigated by your teacher. If it is confirmed, you will be advised of your teacher's findings, and certain consequences are to be expected:

- Your teacher will review research and citation skills and your academic responsibilities with you
- The finding of academic dishonesty will be discussed with the program leader and/or Principal or Vice-Principal and may be noted on your school record.
- A mark of zero may be assigned for the evaluation in question
- Students who continue to practice academic dishonesty despite interventions from their teachers may be asked to leave the course and/or school

# STUDENT SERVICES (GUIDANCE)

## How to Contact Guidance/Meet with a Counsellor

If you have any questions such pathway planning, which courses to pursue, graduation, PLAR, adding a course, referral to school support, etc.) you can visit the Guidance Office in person (Room 119) from 8:30am-1:30pm, OR, visit the [Guidance website](#).. Counsellors are available for video conferencing or by phone at this [Guidance zoom link](#) between 1:00pm – 3:30 pm, Monday to Friday.

To get copies of transcripts, drop a course, change student information, or ask a question, you can simply email Guidance at [CityAdultStudentServices@tdsb.on.ca](mailto:CityAdultStudentServices@tdsb.on.ca).

## OSSD Requirements & Course Selection

The TDSB publishes a comprehensive course selection and planning guide for secondary students each year called [Choices](#). CALC publishes the proposed classes for upcoming quads on our website under [CALC Adult Course Offerings](#).

### Requirements to graduate with an Ontario Secondary School Diploma (OSSD)

See our [CALC website](#) or the [TDSB website](#) for a list of Ontario requirements.

Note: If adult students over age 21+ do NOT require 40 Community Volunteer Hours but they do require the Ontario Secondary School Literacy Test or the Course Requirement of OLC4O1 (Ontario Literacy Course).

## Dropping a Course

If you do not want your mark for your course to show on your Ontario secondary school transcript, or be visible to your college or university, you must drop your course before Marks Maintain After Date (MMAD drop deadline) in any given quad. This deadline occurs approximately 10 days after the midterm marks report. Please check the school calendar (pg.6) for each quad's marks maintain after date. If you would like to drop a course, please have a discussion with your teacher first. Ask them what our current mark is and what else you need to complete in the course. After that conversation please submit your drop request via the [student drop form](#).

Please note that if you drop out of all your courses in a quadmester, your course selections for next semester will be lost and you must re-register for the next quad. You will also lose your TDSB email account until you are an active student again in a future quad.

## Repeating Courses

There is a high demand for adult courses and only a limited number of spots available. For a student with the prescribed entry requirements to re-enroll in a particular course for a third or subsequent time, written permission of the appropriate Program Leader, or the Vice-Principal must be obtained.

## TDSB Night School and Summer School Programs

The TDSB offers semestered night school programs and a month-long summer program (July) for adult students (age 18+). Please visit the TDSB's website <http://www.creditprograms.ca> for more information and important registration dates. Check back frequently if the information is not yet available. Summer school registers in early June. Night school registers in September and January.

## Specialty Programs at CALC

CALC is pleased to offer some specialty programs and certificate programs including Personal Support Worker, Child Care Assistant, and CanEx Career Coop.

- **Personal Support Worker Program** is a 27-week program with a cohort starting each quad. Students earn a Personal Support Worker Certificate and earn 9 secondary school credits with nine weeks in the classroom, nine weeks in the clinical lab classroom and nine weeks working in a long-term care facility. Click [here](#) for more info. Requires Gr.11 College or University level English or equivalent.
- **The Child Care Certificate program** is an 18-week program that begins in September and February. With nine weeks in the classroom and nine weeks in a childcare placement student earn 6 secondary credits. Click [here](#) for more info. Requires Gr. 10 Applied or Academic English or equivalent
- **Career Connections Coop** is an 18-week program to gain Canadian experience and explore a career. The program begins in September and in February. Nine weeks are spent developing work skills and resumes and nine weeks are spent volunteering in a work placement. Students earn six secondary credits. Click [here](#) for more info. Requires ELSE or Gr. 9 English or equivalent.

## Health and Newcomer Agency Referrals

CALC is pleased to have relationships with [The South Riverdale Community Health Centre](#) for physical and mental health related concerns. We are also pleased to work closely with [The Neighbourhood Organization \(TNO\)](#) for settlement information (study permits, travel documents, citizenship, employment etc. The Settlement Workers are available at school Tuesday to Thursday or by phone or email.

## Mental Health & Well-being

Guidance Counsellors can also help students in finding mental health supports. The TDSB published a [Well Being Guide](#) in 2021 which is available in 19 languages. The guide has a wealth of information for students including those with children of their own. The TDSB website has a page of [additional supports](#) for families with elementary students with many supports suitable for individuals.

**TDSB Mental Health Resources** can be found on the [Supporting You](#) page.

### **Distress Centre of Greater Toronto**

Call 416-408-4357, 24 hours a day, 7 days a week

Text 45645 between 4 p.m. and midnight <https://dcogt.com/>

### **Gerstein Crisis Centre**

416- 929-5200, 24 hours a day, 7 days a week

<http://gersteincentre.org/>



# SCHOOL AND BOARD POLICIES

There are several School Policies and Classroom Expectations in place to make sure our school is a safe, inclusive and a positive learning environment, accepting of all students. A complete listing of the Board's policies and procedures can be found on the TDSB website at <https://www.tdsb.on.ca/About-Us/Policies-Procedures-Forms>. The policies most applicable to student life at CALC are included below. Click below for the full policy.

Those who violate the rights of others will speak with an administrator and face consequences according to Board Policies. Continued violations will result in progressively more serious disciplinary action and potential expulsion.

## Code of Conduct

At the TDSB, we encourage a standard of behaviour, called the [Board Code of Conduct](#), for all students, employees, parents, permit holders and community members to:

- Ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
- Promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- Maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- Encourage the use of non-violent means to resolve conflict
- Promote the safety of people in schools
- Discourage the use of alcohol and illegal drugs
- Prevent bullying including online bullying. (Electronic posting or transmission of comments, discussions, photographs, or images which are known or should reasonably be known to be hurtful to a member of the CALC community is not acceptable and will be dealt with as a form of harassment.)

Students are required to follow direction as provided by staff members, Failure to comply is a violation of the school's code of conduct. If a student has any concerns about the direction given, they are invited to speak to an administrator.

## Online Code of Conduct

All students are expected to comply with the [TDSB Acceptable Use of Information Technology Resources \(P088\)](#) and the corresponding procedure, [Code of Online Conduct \(PR571\)](#), which protects the rights and safety of students and staff who use online systems and resources through a TDSB computing device or network. All TDSB rules apply when using TDSB computing devices and connections, and the Board has the right to monitor their use. The Student and School Codes of Conduct also apply to social media.

Please read the Online Code of Conduct in full. It contains Personal Safety Rules, Unacceptable Sites and Materials, Use Guidelines, Prohibited Uses and Activities, rules around Online Publishing, Liability, and Consequences. Consequences for Inappropriate use of online access by students and staff may include disciplinary action that could result in legal action and/or involvement of police.

## Virtual Code of Conduct

While the above policies address the use of TDSB Computer Devices, downloading, uploading and file storage, a more applicable policy would be the [Virtual Schools Code of Conduct](#) for behaviour and practices in an online class or platform. Students are encouraged to join the online classroom using their TDSB account and be prepared, on time and ready to learn.

- Treat the virtual classroom the same as an in-person classroom at school
- Follow the online classroom norms and expectations established by the educator
- Use online tools to engage in and add to the learning community (e.g. participate, ask questions, etc.).
- Treat others with kindness, dignity, and respect
- Report activities motivated by bias, prejudice or hate to a school staff member.
- Respect the privacy of everyone in the virtual classroom and avoid taking photos, screenshots or capturing images of other students.
- Not share recording, images or videos from a virtual classroom on social media without permission of the teacher and students
- Not share the link to online meetings, activities, or resources with anyone
- Not participate in unauthorized online collaboration during tests and exams
- Not anonymize yourself when participating in online classroom activities
- Not engage in any activities, digital or otherwise, that could be deemed malicious or harmful

## Expectation of Privacy

Recording, electronic transmission, or posting of photographic images of any person on school property, in online class environments, at school events, and during school activities and/or hours, is prohibited without the permission of: 1) the person or persons being photographed; 2) the Principal or designate.

## Equity

The TDSB's focus is ensuring that all students can succeed by having access – the same access – to opportunities, learning, resources and tools; with the goal of improving the outcomes of the most marginalized students. That's equity. To do this, the TDSB has made a bold commitment to equity, human rights, anti-racism, and anti-oppression. This sets the foundation to support those who have been traditionally and currently underserved and will raise the bar for all students. Click on [TDSB's Equity Policy](#) to read the full 43-page document..

## Student Dress Policy

The TDSB has adopted a new Student Dress Policy to establish fair and equitable standards and practices for student dress across the Board. The new policy supports learning environments that are safe, equitable, welcoming, and inclusive, and recognize that decisions about dress reflect individual expression of identity, socio-cultural norms, and economic factors which influence students' health and well-being. Students may attend school and school-related functions in dress of their choice that conforms to system standards that respect the Board's intent to sustain a community that is positive, anti-oppressive, equitable, accepting and inclusive of a diverse range of social and cultural identities.

Click on the [Student Dress Policy \(P042\)](#), to learn more.



## Human Rights

CALC is a rich, diverse, learning community. The Toronto District School Board is subject to and supports the [Human Rights Code, 1990](#). The Act recognizes that the inherent dignity and the equal and inalienable rights of all members of the human family are the foundation of freedom, justice, and peace in the world. This act also states that every person has the right to equal treatment without discrimination because of race, ancestry, place of origin, colour, gender, gender identity, disability, ethnic origin, citizenship, creed, sexual orientation, age, marital status, family status, socioeconomic status or disability. It also recognizes that every person has the right to be free from harassment, as well as from reprisal or threat of reprisal for rejecting such solicitation.

## Freedom of Information and Privacy Act

Following the [Freedom of Information and Privacy Act](#), we do not share information about our students and staff with callers or visitors to the office.

# HEALTH AND SAFETY

## Safe Schools' Policies

The TDSB has a number of [Caring and Safe Schools policies](#) in place provide a safe learning and working environment for all students and staff, the Toronto District School Board will not tolerate:

- fighting, violence, or threats of violence of any kind
- the possession or presence of weapons
- verbal abuse in any form
- the presence of any intruder or any activity that places the safety of students, staff, or visitors at risk
- the possession, use, or trafficking of alcohol, illegal drugs, or unauthorized prescription drugs

Students must always have school-issued identification with them while on school property. Visitors must report to the main office, or the guidance office, if they are not in a registration session.

Included in our safe schools' policies are [Bill 157 \(Keeping our Kids Safe at School\)](#) which dictates that prevention and awareness raising strategies must be aimed at all members of the school community including but not limited to:

- Homophobia
- Gender-based violence
- Sexual harassment
- Inappropriate sexual behaviour
- Safe internet use

Students must conduct themselves in a manner that is consistent with the legislation requiring full awareness of these issues and their consequences

## Hold & Secure and Lockdown Procedures

We practice 'lockdowns' four times a year at CALC so that teachers and students would know what to do in the event of threat inside or outside of the school. A threat or event outside of the school might prompt the police to ask us to keep our students safe inside the school. This is called a **hold and secure**.

- Threat is outside.
- No entry or exit from the building, all external doors are locked
- Teaching and learning continues in the classroom
- Students can use the washrooms
- Follow the instructions of the teacher

If there is an immediate threat to safety inside the building, the Principal will come over the P.A. and announce a '**lockdown**'.

- If you are in the hallway, get to the nearest classroom quickly before the teacher locks the door. (If you can't get to a classroom, find an area to hide such as a washroom, or, in a real lockdown, if you have safe access to an exit, leave the school.)
- Follow instructions given over the PA and by teachers.

- Remain in your classroom. Close the blinds, cover the windows to the hallway, and turn off the classroom lights. Do NOT use your cell phone.
- Sit so you are not visible from outside the building or from the hallway.
- Remain quiet so you do not draw attention to your classroom.
- Do not let anyone into the building or your classroom once locked.
- If the fire alarm sounds during a lockdown, be on the alert, but do not immediately leave your room. Follow the instructions from your teacher if you must exit the building.
- Do not call the office. In a real emergency, if you have direct information about the threat whisper to your teacher or call 911.
- When it is time to continue your regular activities, an “all Safe” announcement will be heard.
- Note: Students/Staff who require medicines/food at precise times should always carry a supply with them.

## Fire Evacuations

We practice fire drills at least six times a year to ensure everyone is well-practiced in evacuating the building quickly and safely through the designated exits posted in the different classroom environments.

- Follow directions given by teachers
- Take small valuables (wallet, phone) with you, but do NOT bring bags
- Move quickly towards the designated exit and do not use cellphones
- Stay with your class in the assigned outdoor area, attendance will be taken
- Stay off road (for emergency vehicles)

In the event of a fire, students with limited mobility or vision should

- Ensure that the Main Office, and current teacher(s), are already aware of your requirements.
- Exit the building if able to do so (main floor, basement) or wait in the elevator lobby for fire department assistance. The teacher will alert administrators and firefighters to the location of the waiting student(s).

## Medical Concerns & First Aid

- Students are asked to declare serious allergies at the time they register at CALC. (Please inform the guidance office of the type of allergy.) Students who require an EPI-Pen are asked to carry one at all times.
- Students are also asked to declare serious medical concerns at the time of registration and advised to share necessary safety details with their individual teachers as needed.
- Students with mobility challenges that cannot navigate the stairs quickly are asked to disclose details to the main office so that safety measures can be taken in the event of a mass evacuation. Details should also be shared with individual classroom teachers as needed.
- A First Aid Kit is located in the main office of the main building (B). Band-Aids are also available in Room 119 Adult Guidance. There are two defibrillators, one located in the main lobby by the elevators and one located near the gymnasium.
- All students are encouraged to maintain CALC as a nut-free environment
- All students are asked to minimize fragrances (See Fragrance Free above).

# Important Telephone Numbers and Websites

## 24 HOUR HELP LINES

*Assaulted Women's Helpline* 416-863-0511  
Toll Free: 1.866.863.0511 ([www.awhl.org](http://www.awhl.org))

*Rape Crisis Line* 416-597-8808 [www.trccmwar.ca](http://www.trccmwar.ca)

*24 Hour Distress Line* 416-408-4357  
[www.torontodistresscentre.com](http://www.torontodistresscentre.com)

## MENTAL HEALTH & COUNSELLING SERVICES

*Family Services Association* 416-595-9618

*Sunnybrook Hospital "Fresh Start"* 416-480-6100, Ext2506

*Griffen Centre* 416-222-1153

*CAMH Addiction & Mental Health* 416-535-8501 Ext 6111

*Woodgreen Community Services* 416-645-6000 x1100  
Email: [info@woodgreen.org](mailto:info@woodgreen.org)

*Central Toronto Youth Services* 416-924-2100

## HEALTH SERVICES

*South Riverdale Community Health Centre* 416-461-2493  
955 Queen St. East ([www.srchc.com](http://www.srchc.com))

*East End Community Health Centre* 416-778-5858  
[www.eastendchc.on.ca](http://www.eastendchc.on.ca)

*Immigrant Women's Health Centre* 416-323-9986  
489 College St, Toronto

*Drug and Alcohol Info Line* 416-595-6111  
*Centre for Addiction & Mental Health* ([www.camh.ca](http://www.camh.ca))

*Albany Medical Clinic* 416-461-9471

*Toronto Health Connection* 416-338-7600

## SEXUAL HEALTH SERVICES

*AIDS and Sexual Health Info* 416-392-2437

*Hassle Free Clinic (Sexual Health)* 416-922-0566

*Bay Centre for Birth Control* 416-351-3700  
790 Bay St, Toronto

## HOSPITAL CARE FOR VICTIMS OF SEXUAL OR DOMESTIC VIOLENCE

*Scarborough Grace*  
416-495-2555

*Women's College Hospital* 416-323-6400  
76 Grenville St.

## HOUSING & SHELTER SUPPORT

*Toronto Community Housing* 416-981-5500  
[www.torontohousing.ca](http://www.torontohousing.ca)

*Emergency Shelter*: 416-338-4766  
*Central Family Intake*

## FINANCIAL SUPPORT

*Ontario Works* 416-392-8623

## EMPLOYMENT SERVICES

### NORTH EAST

*Tropicana Employment Services* 416-491-7000  
102-505 Consumer Rd.

*Operation Springboard* 416 757-4181

### SOUTH EAST

*Woodgreen Employment Services* 416-462-3110  
989 Danforth Ave.

*YMCA Scarborough* 416-296-9622  
230 Town Centre Court  
[www.ymcagta.org](http://www.ymcagta.org)

### NORTH WEST

*Costi Employment Services* 416-789-7925  
2301 Keele street

*YMCA North York* 416-225-9622  
567 Sheppard Ave. E.  
[www.ymcagta.org](http://www.ymcagta.org)

### SOUTH WEST

*Job Start* 416-231-2295  
2930 Lakeshore Blvd. W.

*St. Stephen's* 416-531-4631  
201-1415 Bathurst St.

*Youth Employment Services (YES)* 416-504-5516  
555 Richmond St. W.

## OTHER HELPFUL NUMBERS

*Legal Aid*  
416-947-3330

*Community Information*  
Call 211- for any social service supports in GTA